

# TG Template

## First Step Tutorials

1. [Preparation of LE Draft](#)
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# TG Template

First Step Tutorial

1. Preparation of LE Draft

# Login

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# Dashboard

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## TG Dashboard

[Active TGs \(8\)](#) [Archive](#)

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Barley	HORDE_VUL	TG/19/11(proj.1)	Beate Rücker (DE)	<a href="#">Details</a>	LE Draft (29 Feb, 2016 -- 01 Apr, 2016)	<a href="#">View</a>	29 Feb, 2016	<a href="#">View</a>	<a href="#">Edit</a>

# Dashboard-Interested Experts (IE)



https://www3.wipo.int/upovtg/interestedExperts.upov - Internet Explorer

**UPOV** International Union for the Protection of New Varieties of Plants

**Interested Expert (IE)**

Full Name	Office Code	Participation Status
Tanvir Hossain	Australia, AU	Active
Alberto Ballesteros	Argentina, AR	Active
Elizabeth Prentice-Hudson	Canada, CA	Active
Radmila Safarikova	Czech Republic, CZ	Active

# Dashboard-Current Status

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## TG Dashboard

Active TGs (8) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Barley	HORDE_VUL	TG/19/11(proj.1)	Beate Rücker (DE)	Details	LE Draft (29 Feb, 2016 – 01 Apr, 2016)	View	29 Feb, 2016	View	Edit

Check Period

# Dashboard-All deadlines

https://www3.wipo.int/upovtg/deadline.upov - Internet Explorer

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### Deadlines

TG Status	Status Start Date	Status End Date
LE Draft	29 Feb, 2016	1 Apr, 2016
IE Comments	2 Apr, 2016	29 Apr, 2016
LE Checking	30 Apr, 2016	27 May, 2016

Close

# Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

## 2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

# Dashboard-Edit

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## TG Dashboard

Active TGs (8) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Barley	HORDE_VUL	TG/19/11(proj.1)	Beate Rücker (DE)	Details	LE Draft (29 Feb, 2016 -- 01 Apr, 2016)	View	29 Feb, 2016	View	Edit

Access TG for drafting

# Dashboard- First access to TG

The screenshot shows the UPOV (International Union for the Protection of New Varieties of Plants) TG Dashboard. A modal dialog box is displayed in the center, titled "Permission for use of material which is subject to third party rights". The dialog contains the following text: "In the case of text, photographs, illustrations or other material that are subject to third party rights, I have obtained the necessary permission of the third party. I have not included in the Test Guidelines any material where such permission is required but has not been obtained." Below the text are two buttons: "OK" and "Cancel". The "OK" button is circled in red, and a red arrow points from the text below to it. In the background, a table of Test Guidelines is visible with columns for "Common Name", "UPOV", "Test Guidelines", "Last Updated", "IE Comments", and "Action".

Common Name	UPOV	Test Guidelines	Last Updated	IE Comments	Action
Barley	HOR		29 Feb, 2016	View	Edit
Brown Mustard	BRAS		15 Feb, 2016	View	Word Html

Acknowledge that you have obtained permission for use of text, photographs, illustrations or other material that could be subject to third party rights.

# Edit TG- Action Buttons

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

## Cover Page Information

Main Common Name(s): Petunia  
UPOV Code(s): PETUN; PETCH  
[Add comment, if appropriate](#)  
Botanical Name(s): *Petunia* Juss.; *×Petchoa* J. M. H. Shaw, *Petunia × Calibrachoa*  
[Add comment, if appropriate](#)

Read-only data coming from GENIE database

Please indicate other associated UPOV documents:

Botanical Name (GN1)  
Associated Documents (GN2)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, source, list, indent, outdent, styles, format, and help. The text area contains "TG/207 - Calibrachoa" and "Use Rich Text Editor like Word".

Use Rich Text Editor like Word

Preview relevant chapter in HTML format

- Save
- Reset
- Preview
- Next

Save data entered on screen

Empty all fields in the screen

Save data entered on screen and move to next tab

# Edit TG – Order of UPOV codes/ Botanical Names

- The default order of UPOV codes and botanical names is alphabetical order
- A change to the standard order should be agreed with the subgroup and will then be made by the Office

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------

## *Cover Page Information*

Main Common Name(s):

Petunia

UPOV Code(s):

PETUN; PETCH

[Add comment, if appropriate](#)

Botanical Name(s):

*Petunia* Juss.; ×*Petchoa* J. M. H. Shaw, *Petunia* × *Calibrachoa*

[Add comment, if appropriate](#)

Please indicate other associated UPOV documents:

Botanical Name (GN1)

# Edit TG-Continue Sentence/ Add Paragraph

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TG/19/11(proj.1) - LE DRAFT (29 Feb, 2016 – 01 Apr, 2016) Logout

Name Subject Material Examination Assessments Characteristics Chapter 8 Literature Technical Questionnaire Annex Review Submit

### 1. Subject of these Test Guidelines

These Test Guidelines apply to all varieties of *Hordeum vulgare* L.

[Continue Sentence](#) → Continue standard wording sentence

[Add Paragraph](#)

Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties? \*  Yes  No

Save Reset Preview Next

More than one species (GN3)  
Different types or groups within a species or genus (GN4)  
Family name (GN5)  
Guidance for New Types and Species (GN6)

Add an additional paragraph (a separate paragraph number will be assigned)

Consult Guidance Notes in TGP/7

# Edit TG- Add/Remove Paragraph

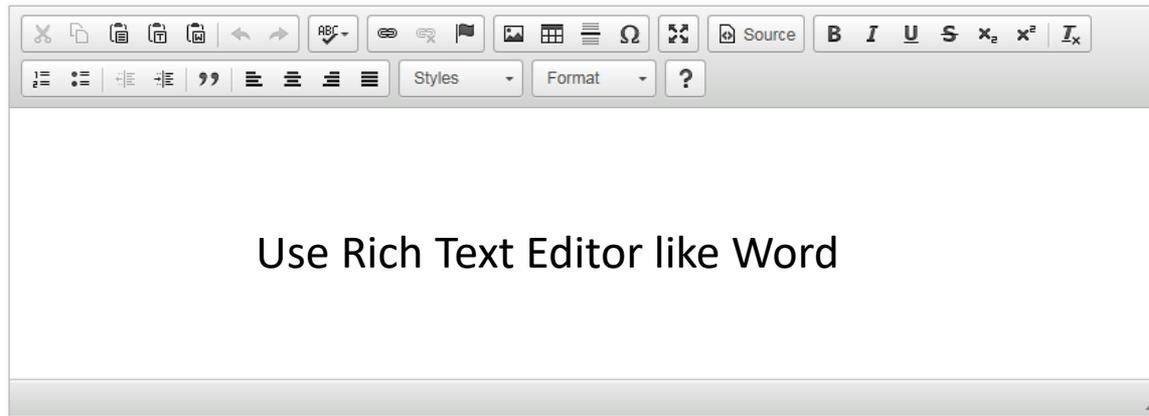
Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

## 1. Subject of these Test Guidelines

These Test Guidelines apply to all varieties of *Hordeum vulgare* L.  
[Continue Sentence](#)

Remove Paragraph

Remove previously added paragraph



The image shows a rich text editor interface. The toolbar includes icons for cut, copy, paste, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, indent, outdent, and a help icon. Below the toolbar is a text area containing the text "Use Rich Text Editor like Word".

More than one species (GN3)  
Different types or groups within a species or genus (GN4)  
Family name (GN5)  
Guidance for New Types and Species (GN6)

Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties? \*

Yes  No

Save Reset Preview Next

# Edit TG- Drop down menus

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Name Subject Material Examination Assessments Characteristics Chapter 8 Literature Technical Questionnaire Annex Review Submit

### 1. Subject of these Test Guidelines

These Test Guidelines apply to all varieties of *Hordeum vulgare* L.  
[Continue Sentence](#)

Add Paragraph

Might it be necessary to add additional characteristics or additional states of expressions ornamental, fruit, industrial, vegetable, agricultural or other varieties?  Yes  No

In the case of  varieties, in particular, it may be necessary to use additional characteristics or additional states of expression of  of Characteristics in order to examine Distinctness, Uniformity and Stability. (ASW 0)

fruit  
ornamental  
vegetable

More than one species (GN3)  
Different types or groups within a species or genus (GN4)  
Family name (GN5)  
Guidance for New Types and Species (GN6)

Save Reset Preview Next

Select existing option or add new option

# Edit TG-SW and ASW

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TG/19/11(proj.1) - LE DRAFT (29 Feb, 2016 – 01 Apr, 2016) Logout

Name Subject Material Examination Assessments Characteristics Chapter 8 Literature Technical Questionnaire Annex Review Submit

**3. Method of Examination** → Chapter headings

**3.1 Number of Growing Cycles (ASW 2)**

Single growing cycle

Two independent growing cycles

The minimum duration of tests should normally be two independent growing cycles. (ASW2(b))

Two independent cycles in the form of two separate plantings

The two independent growing cycles should be in the form of two separate plantings. (ASW3(e))

Two independent cycles from a single planting

Add Paragraph

Is a satisfactory crop of fruit required?  Yes  No

Fruit species with clearly defined dormant period

Fruit species with no clearly defined dormant period

Evergreen species with indeterminate growth

Add Paragraph

Explanation of the growing cycle (GN 8)

Select appropriate options: the corresponding ASW will be displayed on screen and included in the TG.

**Note:** SW is not displayed on screens but is included in HTML Preview and exported Word document.

# Edit TG- Search characteristics

## 7. Table of Characteristics

GN12 - GN29

Search Adopted Characteristics

plant height

Search

Search for characteristic name or state of expression of adopted TGs

Search Results List

[Go to the List of Characteristics](#)

Select	Seq.No.	Name	States of Expression/Notes	*	Type of Expression	Methods of Observation	Growth Stages	Explanation covering indiv. characteristic	Explanation covering several chars	TG Name	TG Reference
<input type="radio"/>	1	Plant: height	short/3 medium/5 tall/7	(x)	QN					Astromeria	TG/29/7
<input type="radio"/>	2	Plant: height	very short/1 short/3 medium/5 tall/7 very tall/9	(x)	QN	MS VG				Argyranthemum	TG/222/1
<input type="radio"/>	1.1	Artichoke varieties only: Plant: height	short/3 medium/5 tall/7		QN	VG/MS			(a)	Artichoke, Cardoon	TG/184/4
<input type="radio"/>	1.2	Cardoon varieties only: Plant: height	short/3 medium/5 tall/7		QN	VG/MS			(a)	Artichoke, Cardoon	TG/184/4
<input type="radio"/>	3	Plant: height of main stem (when supported)	short/3 medium/5 long/7		QN	VG/MS		(+)	(a)	Asparagus-bean	TG/252/1
<input type="radio"/>	1	Plant: height	very short/1 short/3 medium/5 tall/7 very tall/9	(x)	QN				(a)	Black Currant	TG/40/7
<input type="radio"/>	4	Plant: height including flowers	short/3 medium/5 tall/7	(x)	QN			(+)	(a)	Brachyscome	TG/223/1

Access relevant TG

If appropriate, select a characteristic

Import Characteristics

Click on Import characteristics

# Edit TG- Imported characteristics

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name, state of expression and notes are imported

Name (GN 18)	States of Expression (GN 19, 20)	Notes	Example Varieties (GN 28)	* (GN 13)	Grp	Type of Expr (GN 21)	Mthds of Obs (GN 25)	Type of Plot	Growth Stages (GN 24)	Add to TQ5
Plant: height	<input checked="" type="checkbox"/> very short	1	Add Example Varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> MG <input type="checkbox"/> MS <input type="checkbox"/> VG <input type="checkbox"/> VS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/> short	3	Add Example Varieties							
	<input checked="" type="checkbox"/> medium	5	Add Example Varieties							
	<input checked="" type="checkbox"/> tall	7	Add Example Varieties							
	<input checked="" type="checkbox"/> very tall	9	Add Example Varieties							
	<input type="button" value="Add More"/>									

Enter Characteristics

# Edit TG: Add characteristics from scratch

Before creating characteristics, create master list of example varieties

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name (GN 18)	States of Expression (GN 19, 20)	Notes	Example Varieties (GN 28)	* (GN 13)	Grp	Type of Expr (GN 21)	Mthds of Obs (GN 25)	Type of Plot	Growth Stages (GN 24)	Add to TQ5
<u>Enter Characteristics Name</u>	<input checked="" type="checkbox"/> <input type="text"/>	None <input type="text"/>	Add Example Varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> MG <input type="checkbox"/> MS <input type="checkbox"/> VG <input type="checkbox"/> VS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="button" value="Add More"/>									

Enter Characteristics

# Edit TG- Example Varieties

Add example varieties  
one by one

Create Example Varieties Master List ✕

Example Variety:  Add

Example Variety	Action
Alaric	Edit / Remove
Chandor	Edit / Remove
Goldor	Edit / Remove

Ok

Edit /Remove example variety :  
reflects changes throughout  
characteristics using this  
example variety

# Edit TG: Add characteristics from scratch

Type name and format, if appropriate

Type state of expression and select notes

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name (GN 18)	States of Expression (GN 19, 20)	Notes	Example Varieties (GN 28)	* (GN 13)	Grp	Type of Expr (GN 21)	Mthds of Obs (GN 25)	Type of Plot	Growth Stages (GN 24)	Add to TQ5
<input type="text" value="Enter Characteristics Name"/>	<input checked="" type="checkbox"/> <input type="text"/>	<input type="text" value="None"/>	<input type="text" value="Add Example Varieties"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="*"/>	<input type="checkbox"/> MG <input type="checkbox"/> MS <input type="checkbox"/> VG <input type="checkbox"/> VS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="button" value="Add More"/>									

Enter Characteristics

Uncheck to remove state of expression

Add more state(s) of expression

Click to select example variety(ies) from master list

# Edit TG: Add characteristics from scratch

Tick if characteristic has an asterisk (\*)

Tick if characteristic is a grouping characteristic

Click to add characteristic to TQ 5

Add/Edit Characteristics

Create/Edit Example Varieties Master List

Name (GN 18)	States of Expression (GN 19, 20)	Notes	Example Varieties (GN 28)	* (GN 13)	Grp	Type of Expr (GN 21)	Mthds of Obs (GN 25)	Type of Plot	Growth Stages (GN 24)	Add to TQ5
--------------	----------------------------------	-------	---------------------------	-----------	-----	----------------------	----------------------	--------------	-----------------------	------------

Enter Characteristics Name

None

Add Example Varieties

- MG
- MS
- VG
- VS

Add More

Enter Characteristics

Select type of expression and method(s) of observation (mandatory)

Select type of plot and add growth stages, if appropriate

Enter completed characteristic to list of characteristics

# Edit TG: List of characteristics

List of Characteristics

View all characteristics

Access list of grouping chars. or explanations covering several chars.

Go to Search

Select	Seq.No. (GN 26-27)	Name	States of Expression/Notes   Example Varieties	*	Grp	Type of Expr	Mthds of Obs/Type of Plot	Growth Stages	Add to TQ5	Explanation covering indiv. chars	Explanation covering several chars	Delete
◆	1	Plant: persistence of foliage	deciduous/1 evergreen/2 Edward Goucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QL	VG		<input checked="" type="checkbox"/>	Edit Explanation (a)		
◆	2	Plant: growth habit	upright/1 semi-upright/2 rounded/3 spreading/4 Edward Goucher Minaud Golden Panache Lynn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PQ	VG					
◆	3	Plant: height in relation to width	taller than broad/1 as tall as broad/2 broader than tall/3 Edward Goucher, Sherwood Golden Panache Rupestr1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	VG		<input checked="" type="checkbox"/>	Add Explanation (a)		
◆	4	Plant: density	sparse/1 sparse to medium/2 medium/3 medium to dense/4 dense/5 Edward Goucher Golden Panache	<input type="checkbox"/>	<input type="checkbox"/>	QN	VG		<input checked="" type="checkbox"/>	Edit Explanation (a)		
			light brown/1									

Add/edit explanations

Reorder Explanation Labels

Order explanations covering several characteristics alphabetically

# Edit TG: List of characteristics

Select	Seq.No. (GN 26-27)	Name	States of Expression/Notes   Example Varieties	*	Grp	Type of Expr	Mthds of Obs/Type of Plot	Growth Stages	Add to TQ5	Explanation covering indiv. chars	Explanation covering several chars	Delete
◆	1	Plant: height	short/3 Subrungrueng medium/5 Chalit's Pride many/7 Thep Ranjuan	<input type="checkbox"/>	<input type="checkbox"/>	QN	MG VG		<input type="checkbox"/>	Add Explanation	Add Explanation	
◆	2	Plant: number of basal shoots	medium/2 Katharngen many/3 Chaowang	<input type="checkbox"/>	<input type="checkbox"/>	QN	MS VG		<input type="checkbox"/>	Edit Explanation	Add Explanation	
◆	3	Leaf sheath: length	absent or very short/1 World Heritage short/3 Bebadary medium/5 Pritty long/7 Katharngen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG		<input type="checkbox"/>	Add Explanation	(a) (b)	

click on the characteristic name in order to edit characteristic

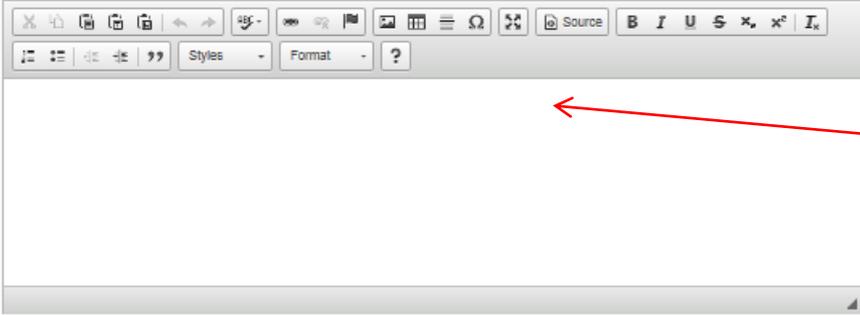
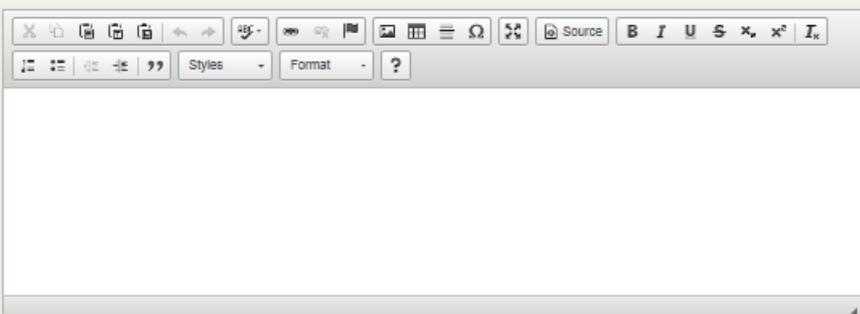
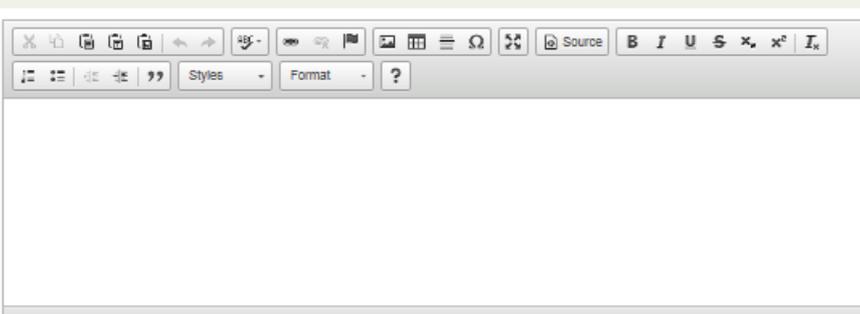
delete characteristic

# Edit TG: List of characteristics

Select	Seq.No. (GN 26-27)	Name	States of Expression/Notes   Example Varieties	*	Grp	Type of Expr	Mthds of Obs/Type of Plot	Growth Stages	Add to TQ5	Explanation covering indiv. chars	Explanation covering several chars	Delete
◆	2	Plant: number of basal shoots	absent or few/1 medium/2	Cassic Katharngen	<input type="checkbox"/>	<input type="checkbox"/>	QN	MS VG	<input type="checkbox"/>	Edit Explanation	Add Explanation	
			short/3	Subrungrueng								
◆	1	Plant: height	medium/5 tall/7	Chalit's Pride Thep Ranjuan	<input type="checkbox"/>	<input type="checkbox"/>	QN	MG VG	<input type="checkbox"/>			<input type="checkbox"/>
◆	3	Leaf sheath: length	short/3 medium/5 long/7								(a) (b)	
◆	4	Leaf sheath: shoulder shape	strongly curved/1 weakly curved/2 squared/3 weakly pointed/4 strongly pointed/5	Katharngen Supmongkon Saisamorn	<input type="checkbox"/>	<input type="checkbox"/>	QN	VG	<input type="checkbox"/>	Edit Explanation	(a)	

**drag and drop characteristics to new position within list of characteristics:**  
 - green highlight indicates current position  
 - drop characteristic where you wish to place your characteristic  
 - characteristic numbering will be adjusted automatically

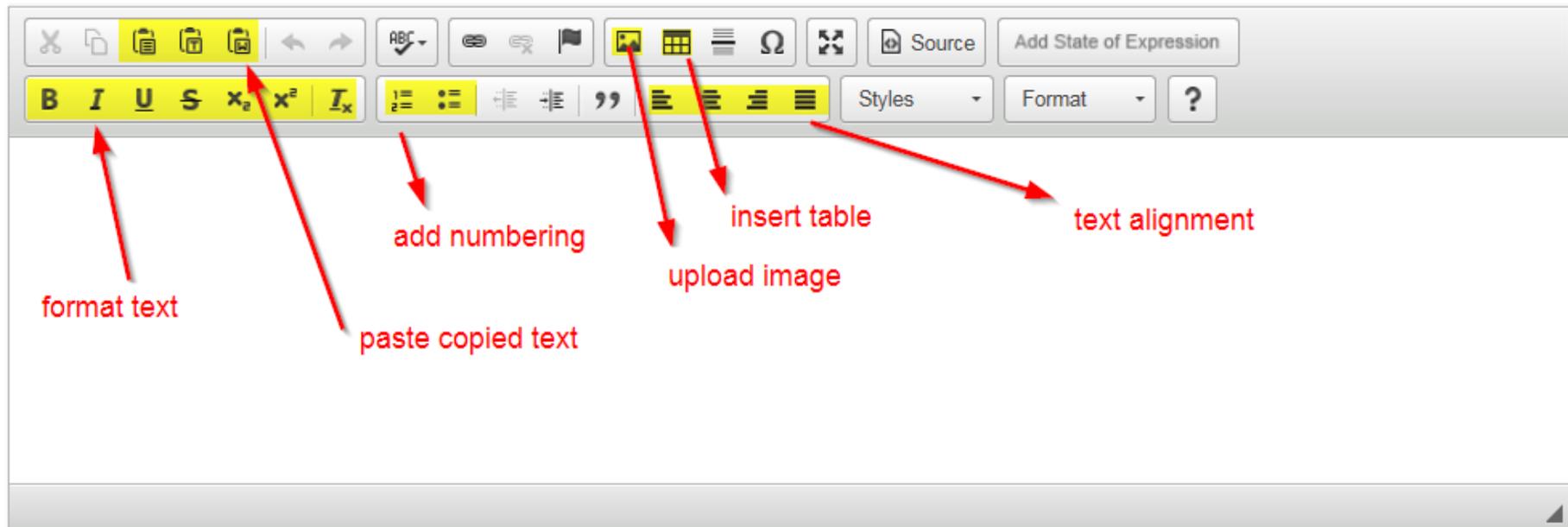
# View/Edit grouping characteristics

Seq. No.	Characteristic Name	Grouping Text
1	Plant: persistence of foliage	
2	Plant: growth habit	
3	Plant: height in relation to width	

Add grouping text  
(e.g. color groups), if  
appropriate

# Edit TG: Add/Edit explanations covering individual characteristics

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document

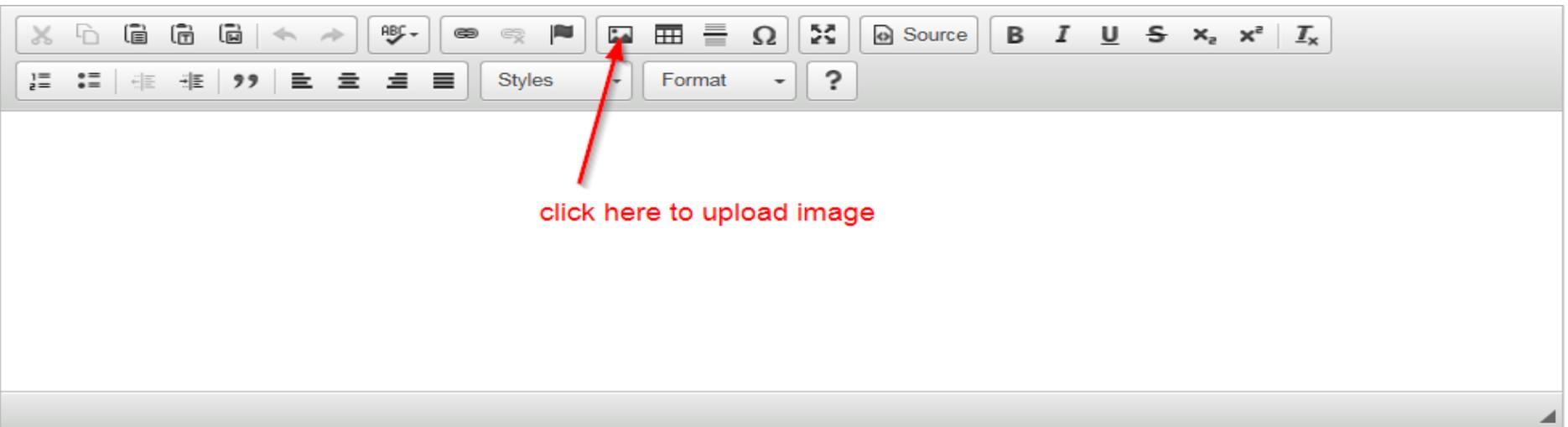


# Edit TG: Add/Edit explanations covering individual characteristics

- In order to create your explanations, you can copy and paste text and illustrations from a Word document
- If an explanation consists of text and illustrations, copy and paste the text and illustration(s) separately

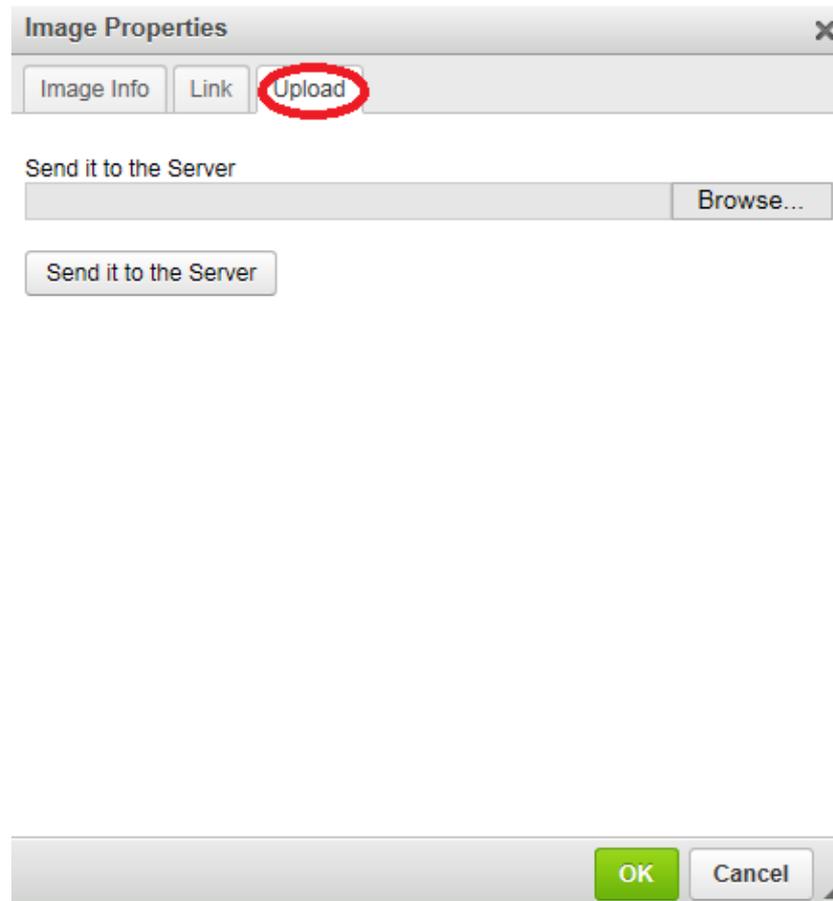
# Edit TG: Add/Edit explanations covering individual characteristics

- You can also upload illustrations:



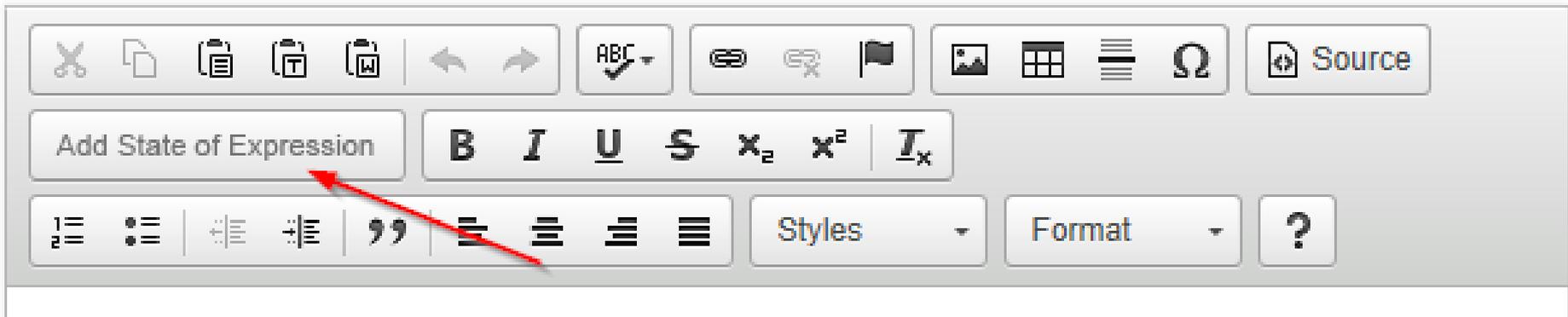
# Edit TG: Add/Edit explanations covering individual characteristics

- Use third tab to browse and upload illustrations:



# Edit TG: Add/Edit explanations covering individual characteristics

- In order to create explanations relating to states of expression of the relevant characteristic, click on “Add State of Expression”



# Edit TG: Add/Edit explanations covering individual characteristics

- In the pop-up window select the states of expression for which you want to add an illustration (individual states or click “Select all”)

## States of Expression

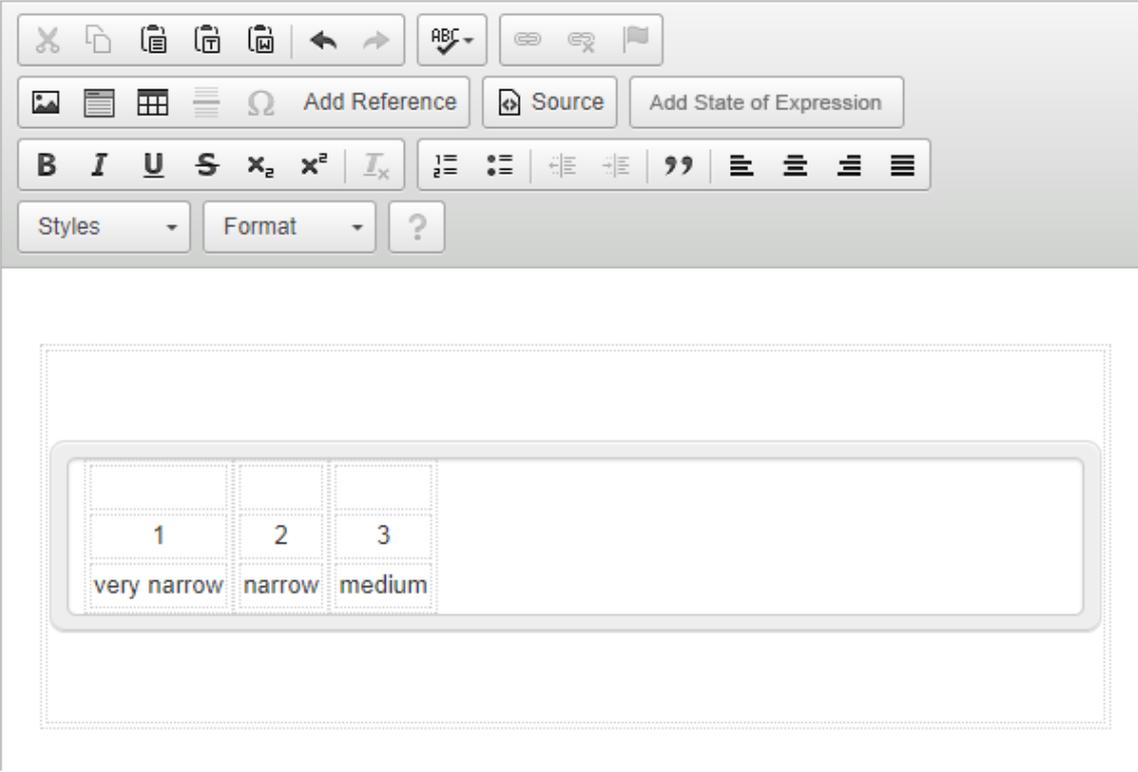
Select State of Expression:

- Select All
- very narrow/1
- narrow/2
- medium/3
- broad/4
- very broad/5

# Edit TG: Add/Edit explanations covering individual characteristics

- A table for selected states of expression will be generated automatically and you can insert/upload the corresponding illustrations in the first row of each column

Explanation:



The screenshot shows a software interface for editing technical drawings. The interface includes a toolbar with various icons for editing, a text input area, and a table with three columns labeled '1', '2', and '3' with corresponding descriptions 'very narrow', 'narrow', and 'medium'.

1	2	3
very narrow	narrow	medium

# Edit TG: Add/Edit explanations covering individual characteristics

Explanation:

The image shows a software interface for editing technical drawings. At the top is a toolbar with various icons for editing, such as cut, copy, paste, undo, redo, and text alignment. Below the toolbar is a text area containing a table. The table has three columns and two rows. The first row contains the numbers 1, 2, and 3. The second row contains the text 'very narrow', 'narrow', and 'medium'. Red arrows point from text annotations to specific parts of the interface: one points to the 'Add State of Expression' button in the toolbar, another points to the table, a third points to the space above and below the table, and a fourth points to the table's content.

By clicking a second time on "Add state of expression" a second table can be added

By double clicking on the table, it can be modified (add or remove states of expression)

Additional text/illustrations can be added in the rows above and below the tables

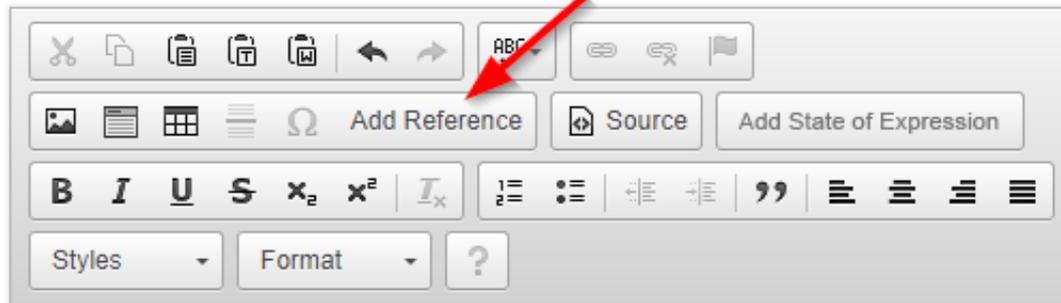
Notes and states of expression update automatically if changes are made to characteristic

1	2	3
very narrow	narrow	medium

# Edit TG: Add/Edit explanations covering individual characteristics

- If your explanation covers more than one characteristic:
  - Add explanation for first characteristic it relates to
  - To add a reference in another characteristic to this explanation, click on **“Add Reference”**

Explanation:



# Edit TG: Add/Edit explanations covering individual characteristics

- And select the characteristic for which you have already entered the explanation

---

Select Reference(s):

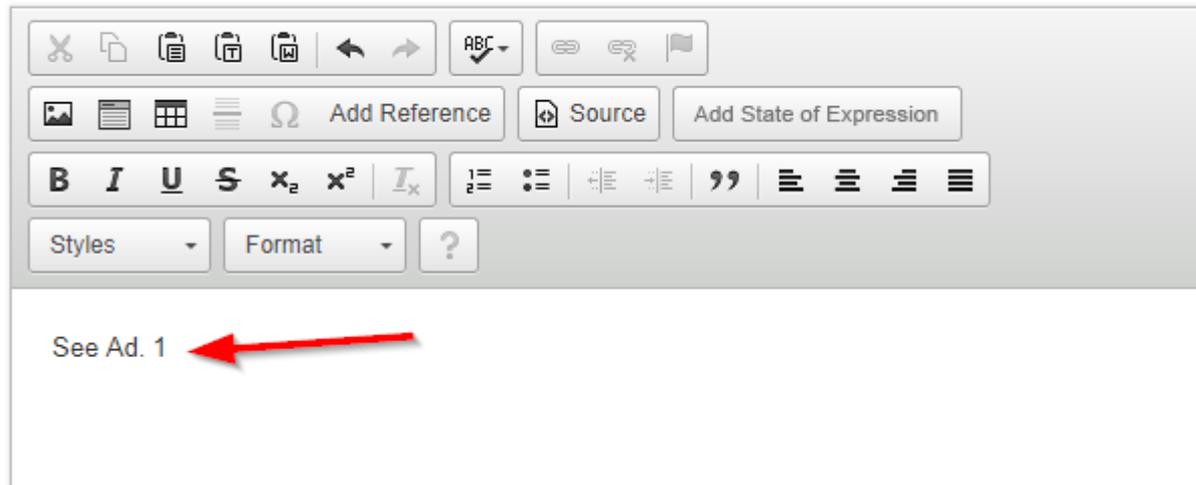
## Add Reference Characteristics

- Select All
- 1 : Plant: growth habit
- 2 : Plant: height
- 3 : Shoot: length
- 4 : Leaf: length
- 5 : Leaf: width
- 6 : Leaf: shape
- 7 : Leaf: shape of apex
- 8 : Leaf: variegation
- 9 : Leaf: main color
- 10 : Pedicel: length
- 11 : Pedicel: anthocyanin coloration

# Edit TG: Add/Edit explanations covering individual characteristics

- A reference to the original explanation will be created automatically
- In case the characteristic number will be updated automatically

Explanation:



The screenshot shows a software interface for editing explanations. The interface is divided into several sections:

- Toolbar:** Contains various icons for editing, including a scissors icon for cut, a document icon for copy, a document icon for paste, a document icon for delete, a left arrow for undo, a right arrow for redo, a dropdown menu with 'ABC', and a link icon.
- Buttons:** Includes 'Add Reference', 'Source', and 'Add State of Expression'.
- Formatting:** Includes buttons for bold (B), italic (I), underline (U), strikethrough (S), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), and subscript (I<sub>x</sub>).
- Alignment:** Includes buttons for left, center, right, and justified alignment, as well as a quote button (”).
- Dropdowns:** Includes 'Styles' and 'Format' dropdown menus, and a help button (?).

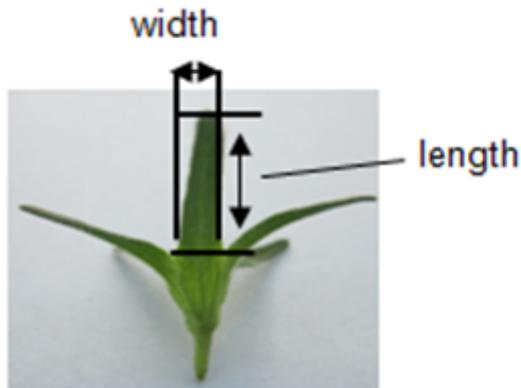
The text input area contains the text "See Ad. 1". A red arrow points to this text, indicating that it is the subject of the automatic reference creation and update process described in the text above.

# Edit TG: Add/Edit explanations covering individual characteristics

- In the exported TG, the explanation will appear as follows:

## Ad. 12: Calyx lobe: length

Observations on the calyx lobe should be made on the broadest calyx lobe.



## Ad. 13: Calyx lobe: width

See Ad. 12

# Edit TG: Add/Edit explanations covering individual characteristics

- To enter **illustrations with arrows or lines**, create your illustration and then save it as picture/make a screenshot to make sure all indications remain in the correct place.

# Edit TG: Add/Edit explanations covering individual characteristics

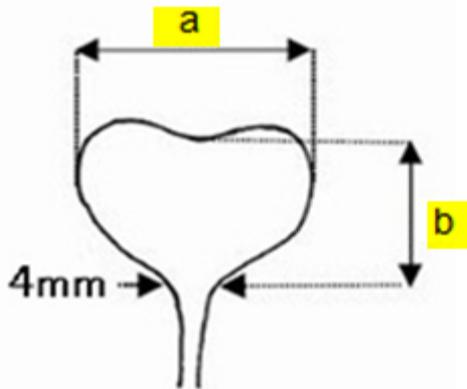
- In order to ensure the **quality of images**:
  - Please make sure to upload the image in the **correct size** (use resize function of your photo software rather than manually reducing size in Word document)
  - Save your illustrations in .png format

# Edit TG: Add/Edit explanations covering individual characteristics

- Ensure that all your illustrations are language independent:

## Ad. 3: Cotyledon: length

The measurements should be made on cotyledons of 30 seedlings. If the two cotyledons differ in size, the biggest one should be measured. The length is defined as distance between the inclination at top of the cotyledon and the point where the width of the petiole is about 4 mm. The width of the cotyledon should be measured at the widest point of the cotyledons.



a = Cotyledon: width (characteristic 4)  
b = Cotyledon: length (characteristic 3)

# Edit TG: Add/Edit explanations covering several characteristics

Repeat steps 1 to 3 for as many labels as necessary for a characteristic



Characteristic Name: Leaf blade: blistering  
Indication/Label: (a) → 1. Select label

Explanation:

2. Add explanation to Rich Text Editor

TGP/14  
ISF website  
Template for Standard Resistance Protocol  
Sample Grids

View explanation covering several characteristics

Indication/Label	Explanation	Remove
(a)	General illustration of flower	Remove
(d)	Observations are made on fully expanded leaves.	Remove

Add/Update Indication

3. Click to add label to characteristic

→ View summary for labels added for characteristic

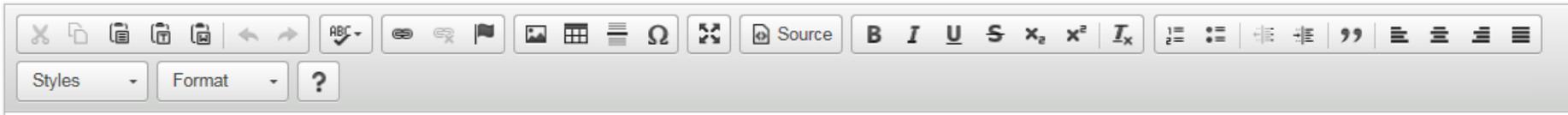
# Edit TG-Tab Chapter 8

- If your TG contains a Chapter 8.3 (e.g. growth stages, example variety synonyms, information on grouping types, etc.)



## 8. Additional Information

Chapters 8.1 and 8.2 on explanations covering individual and several characteristics will be populated automatically according to the data entered in the tab "Characteristics". Please fill in here any additional information, e.g. growth stages, example variety synonyms, information on grouping types, etc.



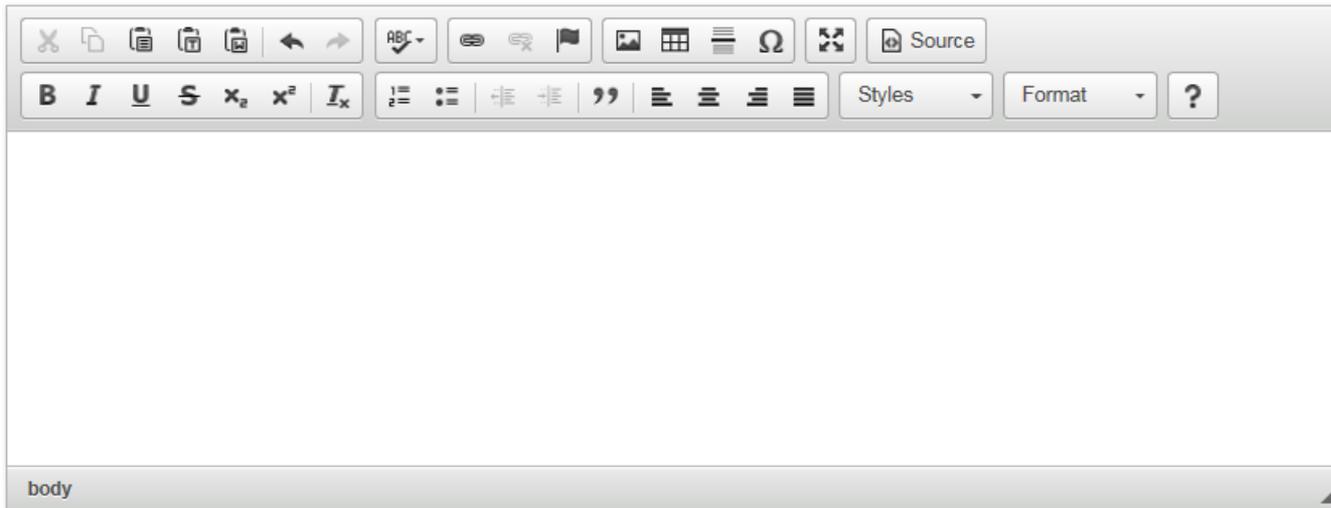
# Edit TG- Literature

- Enter literature references in the Rich Text Editor



## 9. Literature

Literature References:



Literature (GN 30)

(Literature should be presented as follows: for ex [Surname 1], [Initials 1]., [Surname 2], [Initials 2] etc., [Year]: [Title]. [Publication]. [Town], [City / Region], [Country\*], [pp. n1 to n2 or x pp.] )

Save

Reset

Preview

Next

# Edit TG- Technical Questions

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

## 10. Technical Questionnaire

[View example](#)

Does this TQ also apply to parent lines submitted as a part of the examination of the hybrid variety? \*  Yes  No

### 1. Subject of the Technical Questionnaire

Subject of the TQ (ASW 14)

Botanical Name: *Hordeum vulgare* L.  
Common Name: Barley

Default according to coverage of TG and GENIE database

[Add other Information](#)

Add other information required in TQ (e.g. Species)

[Add More](#)

Add more sets for botanical and common name and other information

# Edit TG- Technical Questions:

## 4.1 Breeding Scheme

- Select the appropriate options to complete the breeding scheme

### 4. Information on the breeding scheme and propagation of the variety

#### 4.1 Breeding Scheme

Variety resulting from:

Crossing

controlled cross  
(please state parent varieties)

(.....) x (.....)  
female parent male parent

partially known cross  
(please state parent varieties)

(.....) x (.....)  
female parent male parent

unknown cross

Other

Mutation  
(please state parent variety)

Discovery and development  
(please state where, when and how developed)

Other

# Edit TG- Technical Questions

Select appropriate options with regard to method of propagation

## 4.2 Method of propagating the variety

Information on method of propagating the variety

Seed-propagated varieties

- Self-pollination
- Cross-pollination
  - Cross-pollination-population
  - Cross-pollination-synthetic variety
- Hybrid
  - Single hybrid
  - Three-way hybrid
  - Double hybrid
  - Male sterile hybrid
  - Male fertile hybrid
- Inbred line
- Apomictic Variety
- Other  
Please Specify

Vegetatively-propagated varieties

- tuber
- cuttings
- in vitro propagation
- Budding or grafting
- Division
- Rhizomes
- Other

Other

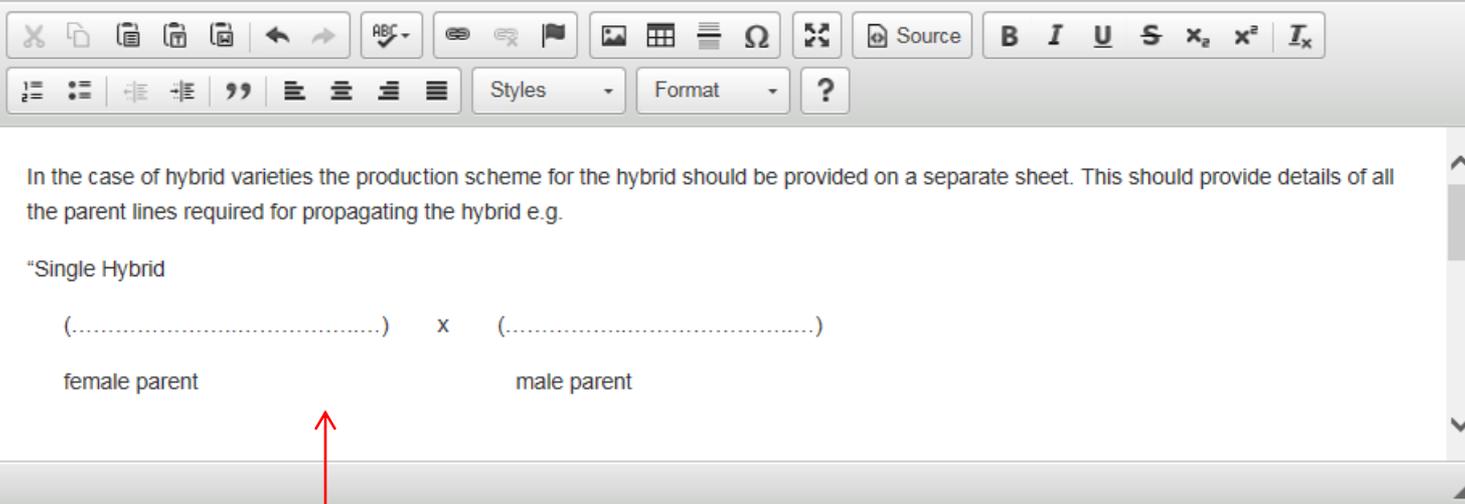
# Edit TG- Technical Questions

Select Yes if the TQ requires the production scheme for hybrid varieties

## Information on method of propagation of hybrid varieties

Does this TQ require production scheme for hybrid varieties? \*

Yes  No



The screenshot shows a Rich Text Editor interface. At the top, there is a question: "Does this TQ require production scheme for hybrid varieties? \*". Below the question are two radio buttons: "Yes" (selected) and "No". The editor's toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment, bulleted and numbered lists, indentation, and a help icon. The main text area contains the following content:

In the case of hybrid varieties the production scheme for the hybrid should be provided on a separate sheet. This should provide details of all the parent lines required for propagating the hybrid e.g.

"Single Hybrid

(.....) x (.....)

female parent                      male parent

Information on method of propagation of hybrid varieties (GN 32)

Adapt standard production scheme for hybrid varieties in Rich Text Editor, if necessary

# Edit TG- Technical Questions

Displays characteristics for which "Add to TQ 5" was checked in the

## 5. TQ Characteristics

Seq No	Name	States of Expression	Example Varieties	Notes	Delete
--------	------	----------------------	-------------------	-------	--------

1 (1)	Plant: growth habit	upright	Dueplubana	1	
		upright to spreading	Sunsurf Grihuti	2	
		spreading	DCAS 303	3	

Clicking on the name of a characteristics opens it for editing

2 (3)	Shoot: length	very short			
		very short to short		2	
		short	PEHY 0010	3	
		short to medium		4	
		medium	Kerpurflash	5	
		medium to long		6	

Add Characteristic

Option to add characteristics not contained in the Table of Characteristics

# Edit TG- Technical Questions

- After having clicked on “Add Characteristic”, complete your characteristic:

Add/Edit Characteristics

Name	States of Expression	Notes	Example Varieties
<input type="text" value="Enter Characteristics Name"/>	<input checked="" type="checkbox"/> <input type="text" value=""/>	Blank	<input type="text" value=""/>
<input type="button" value="Add More"/>			

In order to add a state without a note, keep note “Blank”

- After having clicked on the characteristic name, edit your characteristic (e.g. complete condensed scales with all notes)

Add/Edit Characteristics

Name	States of Expression	Notes	Example Varieties
Plant: height	<input checked="" type="checkbox"/> very short	1	Lemon Drops
	<input checked="" type="checkbox"/> short	3	Bushwhacker
	<input checked="" type="checkbox"/> medium	5	Bloody Mary
	<input checked="" type="checkbox"/> tall	7	Charles
	<input checked="" type="checkbox"/> very tall	9	Majesty
	<input checked="" type="checkbox"/> very short to short	2	<input type="text" value=""/>
<input type="button" value="Add More"/>			

# Edit TG- Technical Questions

Complete TQ 6 to TQ 9

## 6. Similar varieties and differences from these varieties

Similar varieties (GN 33)

Characteristic for which there is a difference:

Expression of similar variety:

Expression of candidate variety:

## 7. Additional Information which may help in the examination of the variety

Variety use (GN 34)

Should a representative color image of the variety accompany the TQ? \*

Yes  No

Add Paragraph

## 9. Information on plant material

Should information on testing for the presence of virus or other pathogens be provided?\*

Yes  No

Add Paragraph

Save

Reset

Preview

Next

# Edit TG- Annex

- If your TG contains an Annex, please enter the information in the Rich Text Editor

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	<b>Annex</b>	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	--------------	--------	--------

**Annex**

Please enter additional information beyond that provided in Chapters 1 to 10 of the Test Guidelines:

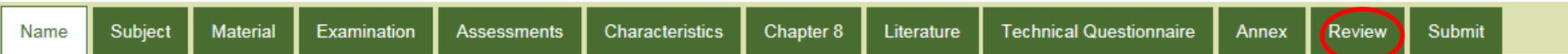
Rich Text Editor toolbar with icons for: Cut, Copy, Paste, Undo, Redo, ABC, Link, Unlink, Comment, Image, Table, List, Omega, Refresh, Source, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Table of Contents, and Help.

Styles: [Dropdown]    Format: [Dropdown]    ?

[Large empty text area for input]

Save    Reset    Preview    Next

# Review TG

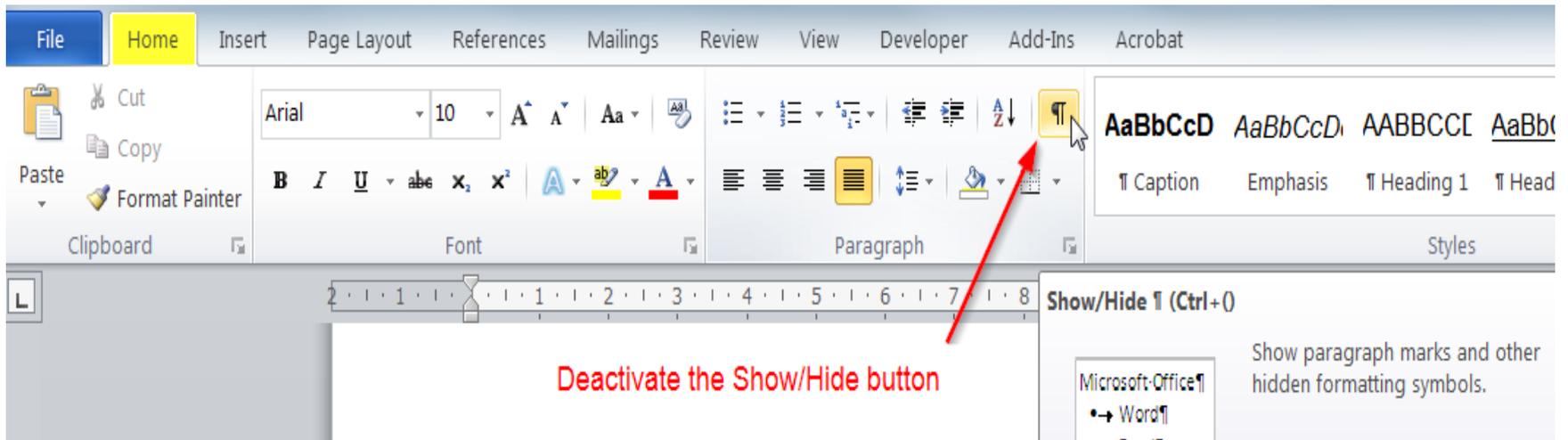


Click on the Review tab in order to export the Word document of a TG

- Save your exported TGs in .doc format (not as .docx)

# Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



# Submit

- After having finalized your draft, click on Submit:

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

Clicking on “Submit” means that your draft Test Guidelines will be transferred to the UPOV Office and you will no longer be able to make changes.

---

Submit

- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to edit the draft Test Guidelines after this date.

# TG Template

First Step Tutorial

2. IE Comments

# Login

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## Login

Login ID

Password

[I have forgotten my username and/or password](#)

Login

Cancel

# Dashboard-Current Status

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## TG Dashboard

Active TGs (11) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH; PETUN	TG/212/2(proj.3)	Andrea Menne (DE)	Details	IE Comments (22 Mar, 2016 -- 15 Apr, 2016)	View	21 Mar, 2016	View	Edit

Check Period

# Dashboard-All deadlines



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## Deadlines

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar, 2016	21 Mar, 2016
IE Comments	22 Mar, 2016	15 Apr, 2016
LE Checking	16 Apr, 2016	9 May, 2016

# Dashboard-All deadlines

- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

## 2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

# Dashboard-View all IE Comments

The screenshot shows the UPOV TG Dashboard. At the top, there is a green header with the UPOV logo and the text 'International Union for the Protection of New Varieties of Plants'. Below the header, there are navigation links: Home, Dashboard, TG Drafters Webpage, Tutorials, Feedback, and Logout. The main content area is titled 'TG Dashboard' and has two tabs: 'Active TGs (11)' and 'Archive'. Below the tabs is a table with the following columns: Common Name, UPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), All Deadlines, Last Updated, IE Comments, and Action. The table contains one row for 'Petunia' with the following data: UPOV Code(s) is 'PETCH; PETUN', Version is 'TG/212/2(proj.3)', Leading Expert (LE) is 'Andrea Menne (DE)', Interested Experts (IE) is 'Details', Status (Period) is 'IE Comments (22 Mar, 2016 -- 15 Apr, 2016)', All Deadlines is 'View', Last Updated is '21 Mar, 2016', IE Comments is 'View', and Action is 'Edit'. The 'View' link in the IE Comments column is circled in red, and a red arrow points to it from the text below.

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH; PETUN	TG/212/2(proj.3)	Andrea Menne (DE)	Details	IE Comments (22 Mar, 2016 -- 15 Apr, 2016)	View	21 Mar, 2016	View	Edit

Access list of all comments made by all IEs

# List of IE comments

Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

**UPOV** International Union for the Protection of New Varieties of Plants

**Interested Expert (IE) Comments**

Default Order (by Chapter Name)
  Order by IE Name

SAVE AS: 

Chapter Name	IE Name	Comments Detail	Update Date
<a href="#">Material - Materials Required</a>	Chris Barnaby	suggest 15 plants	26 Jun, 2015 05:49
<a href="#">Assessment - Uniformity</a>	Takayuki Mikuni	Could you indicate criteria of uniformity for hybrid varieties?	03 Jul, 2015 07:25
<a href="#">Characteristics - 1. Plant: growth habit</a>	Jung-Nam Suh	I suggest the inclusion of "Plant growth habit(Char 1)" rather than "Plant height(Char 2)" to Grouping characteristics, as plant height will depend heavily on environmental conditions.	03 Jul, 2015 08:21
<a href="#">Characteristics - 18. Flower: lobing</a>	Chris Barnaby	Consider fewer states. There is difficulty in separating 3,4,5.	26 Jun, 2015 04:55
<a href="#">Characteristics - 19. Flower: depth of incisions of margin</a>	Michel Cormier	Are the depth of the sinuses between the corolla lobes to be included in this assessment? If not, it may be better to either indicate that the depth of the sinuses should not be assessed in an explanation or change this characteristic from a flower to a corolla lobe characteristic.	02 Jul, 2015 19:46

# Dashboard-Edit

**UPOV** International Union for the Protection of New Varieties of Plants

Home Dashboard TG Drafters Webpage Tutorials Feedback Logout

## TG Dashboard

Active TGs (11) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH; PETUN	TG/212/2(proj.3)	Andrea Menne (DE)	Details	IE Comments (22 Mar, 2016 -- 15 Apr, 2016)	View	21 Mar, 2016	View	Edit

Access for making IE comments

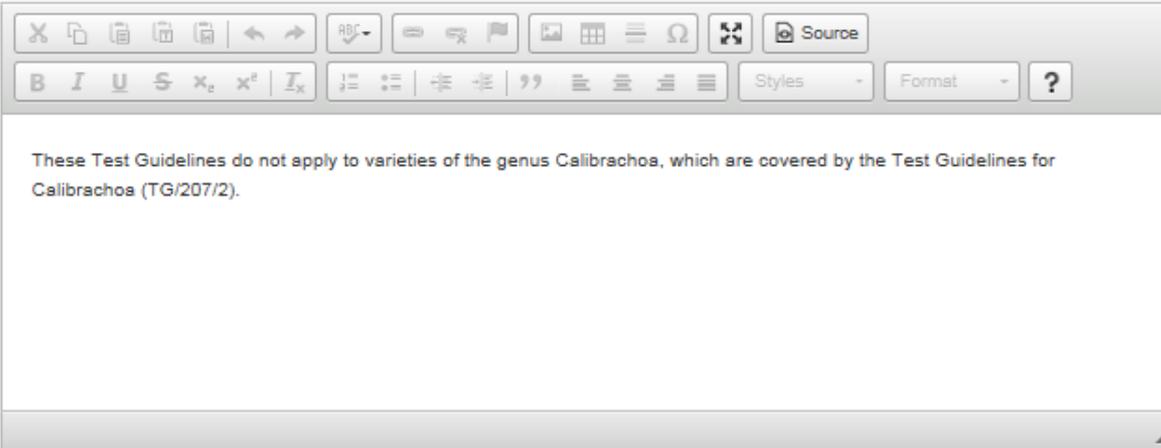
# Adding IE Comments

Name Subject Material Examination Assessments Characteristics Chapter 8 Literature Technical Questionnaire Annex Review Submit

## 1. Subject of these Test Guidelines

These Test Guidelines apply to all varieties of *Petchoa* J. M. H. Shaw, *Petunia* Juss.

Additional information on the subject of these Test guidelines:



A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source, and help. Below the toolbar is a text area containing the following text:

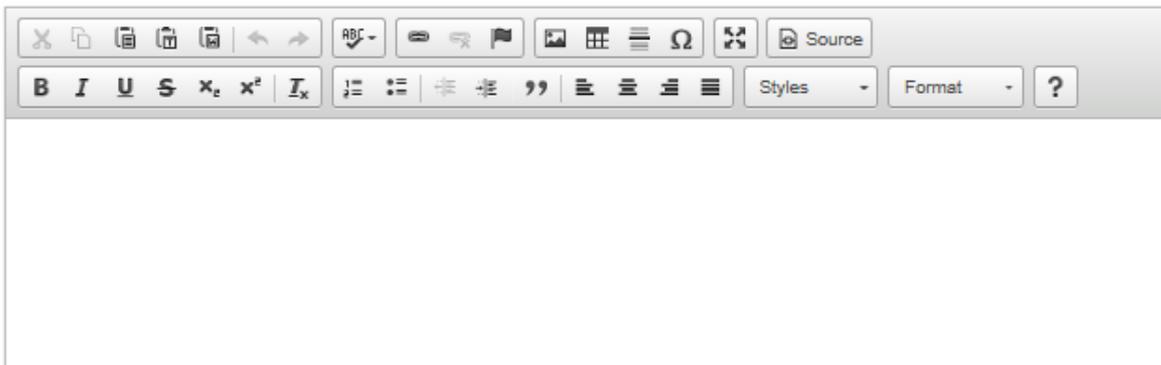
These Test Guidelines do not apply to varieties of the genus *Calibrachoa*, which are covered by the Test Guidelines for *Calibrachoa* (TG/207/2).

Is a satisfactory crop of fruit required? \*  Yes  No

Throughout all screens, see the data entered by the LE (not editable for IEs)

More than one species (GN3)  
Different types or groups within a species or genus (GN4)  
Family name (GN5)  
Guidance for New Types and Species (GN6)

IE Comment:

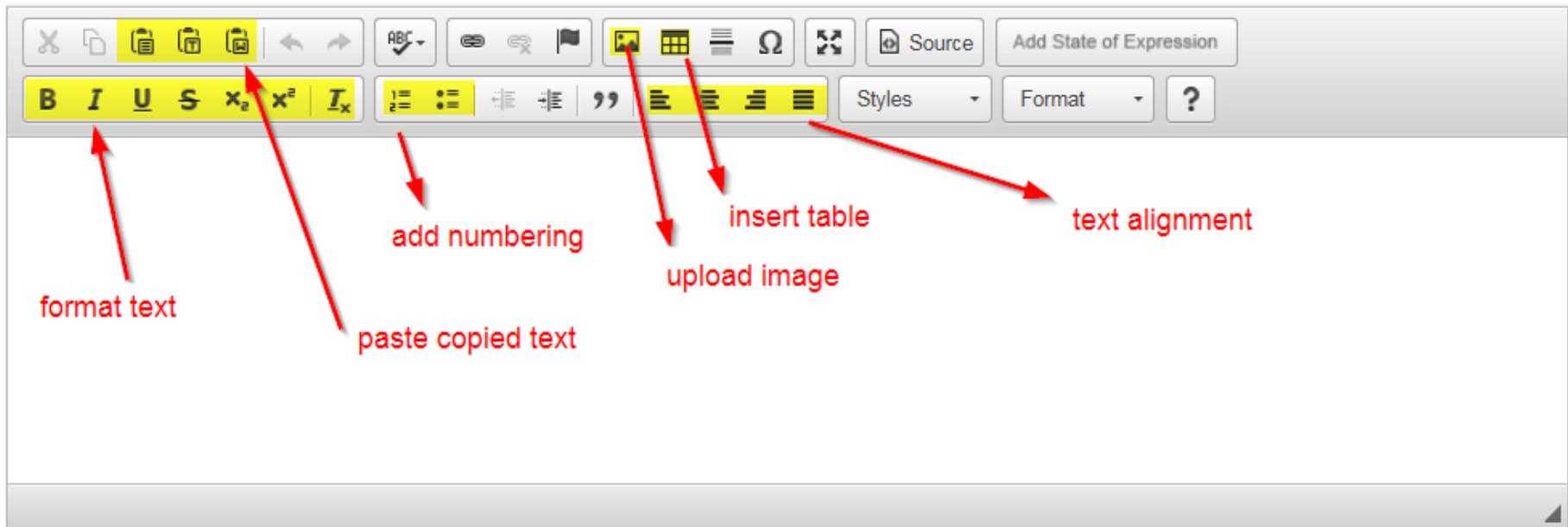


A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source, and help. The text area is currently empty.

Below each section, throughout all screens, make your comments in the Rich Text Editor fields

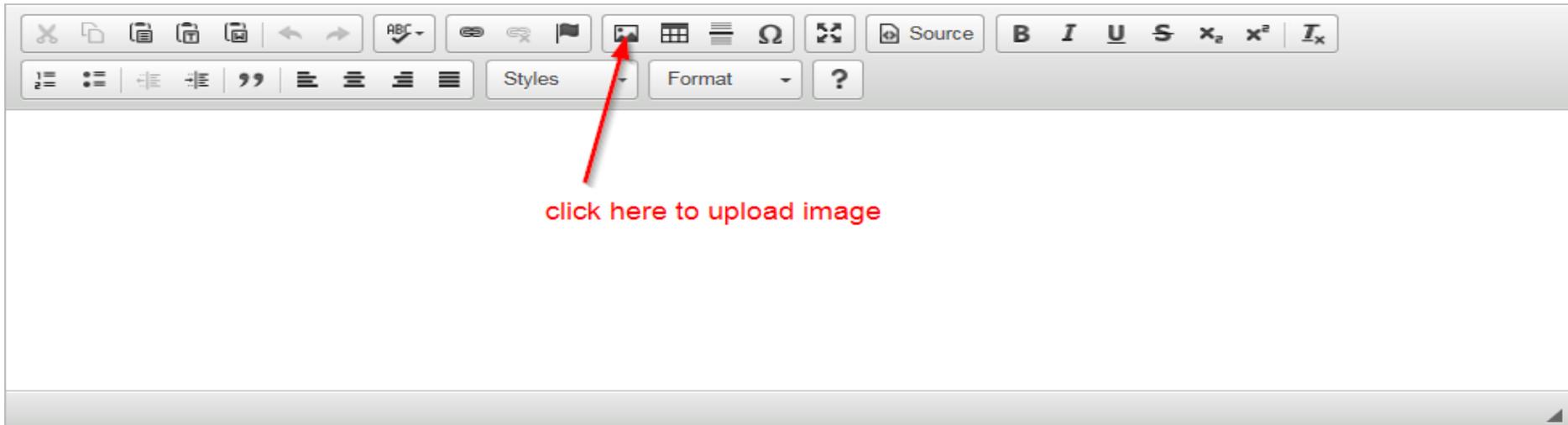
# Add IE comments-Rich Text Editors

- Use Internet Explorer
- Generally, with Rich Text Editor you can format like a Word document



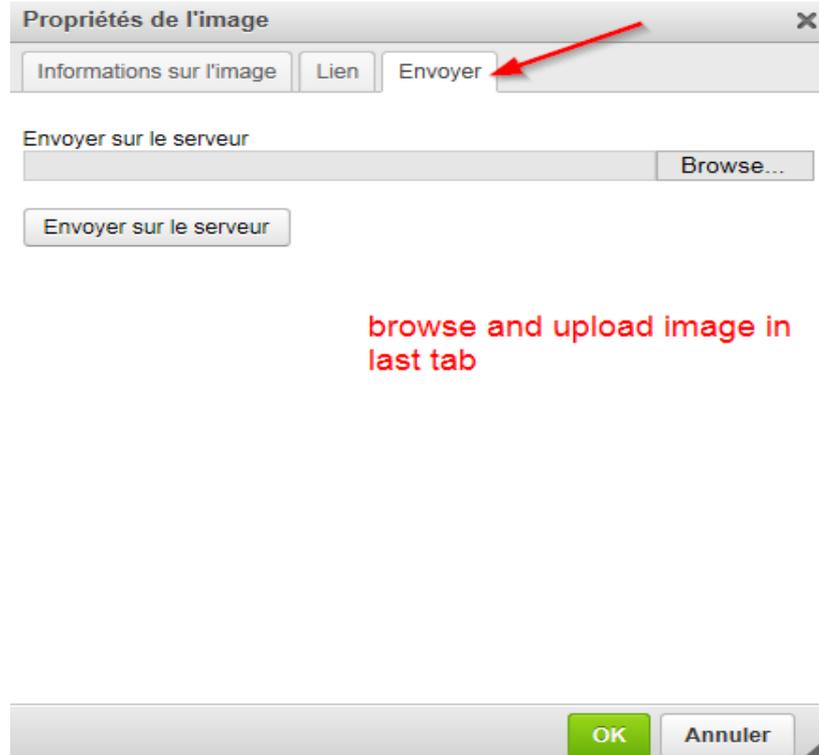
# Add IE comments-Rich Text Editors

- In the Rich Text Editors, IEs can now also provide illustrations
  - In order to add illustrations, you can copy and paste text and illustrations from a Word document
  - Illustrations can also be uploaded as follows:



# Add IE comments-Rich Text Editors

- Use third tab to browse and upload illustrations:



- **Important notes on images:**
  - Please make sure to upload the image in the correct size (use resize function of your photo software rather than manually reducing size in Word document)
  - Save your illustrations in .png format

# Adding IE Comments-Characteristics tab

View and make comments on individual characteristics

View and make comments on explanations covering several and individual characteristics

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
<b>7. Table of Characteristics</b>												
List of Characteristics												
View explanations covering several characteristics												
View Grouping Characteristics												
Seq.No.	Name	States of Expression/Notes	Example Varieties	*	Grp	Type of Expr	Mthds of Obs/Type of Plot	Growth Stages	Add to TQ5	Explanation covering individual characteristic	Explanation covering several characteristic	Add IE Comments
1	Plant: growth habit	upright/1 semi-upright/2 spreading/3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	QN	VG		<input checked="" type="checkbox"/>	<a href="#">View Explanation</a>	(a)	<a href="#">Add Comments</a>
2	Plant: height	short/3 medium/5 tall/7	Kerpurflash KUMIYAMA 1 GOU PEHY 0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG		<input type="checkbox"/>			<a href="#">Add Comments</a>
3	Shoot: length	short/3 medium/5 long/7	PEHY 0010 Kerpurflash Sunsurviomi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	MS VG		<input checked="" type="checkbox"/>	<a href="#">View Explanation</a>		<a href="#">Add Comments</a>
4	Leaf: length	short/3 medium/5 long/7	KUMIYAMA 1 GOU Keroyal Duefuque	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG		<input type="checkbox"/>	<a href="#">View Explanation</a>	(b) (a)	<a href="#">Add Comments</a>

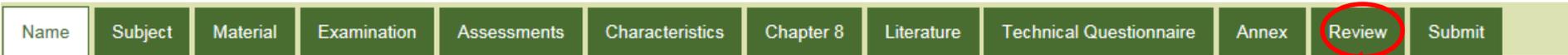
# Adding IE Comments-Characteristics tab

View and make comments on grouping characteristics

View and make comments on all explanations covering several characteristics

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit	
<b>7. Table of Characteristics</b>												
List of Characteristics												
<div style="text-align: right;"> <a href="#">View explanations covering several characteristics</a> <a href="#">View Grouping Characteristics</a> </div>												
Seq.No.	Name	States of Expression/Notes	Example Varieties	*	Grp	Type of Expr	Mthds of Obs/Type of Plot	Growth Stages	Add to TQ5	Explanation covering individual characteristic	Explanation covering several characteristic	Add IE Comments
1	Plant: growth habit	upright/1 semi-upright/2 spreading/3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	QN	VG		<input checked="" type="checkbox"/>	View Explanation	(a)	Add Comments
2	Plant: height	short/3 medium/5 tall/7	Kerpurflash KUMIYAMA 1 GOU PEHY 0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG		<input type="checkbox"/>			Add Comments
3	Shoot: length	short/3 medium/5 long/7	PEHY 0010 Kerpurflash Sunsurviomi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QN	MS VG		<input checked="" type="checkbox"/>	View Explanation		Add Comments
4	Leaf: length	short/3 medium/5 long/7	KUMIYAMA 1 GOU Keroyal Duefuque	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QN	MS VG		<input type="checkbox"/>	View Explanation	(b) (a)	Add Comments

# Review TG

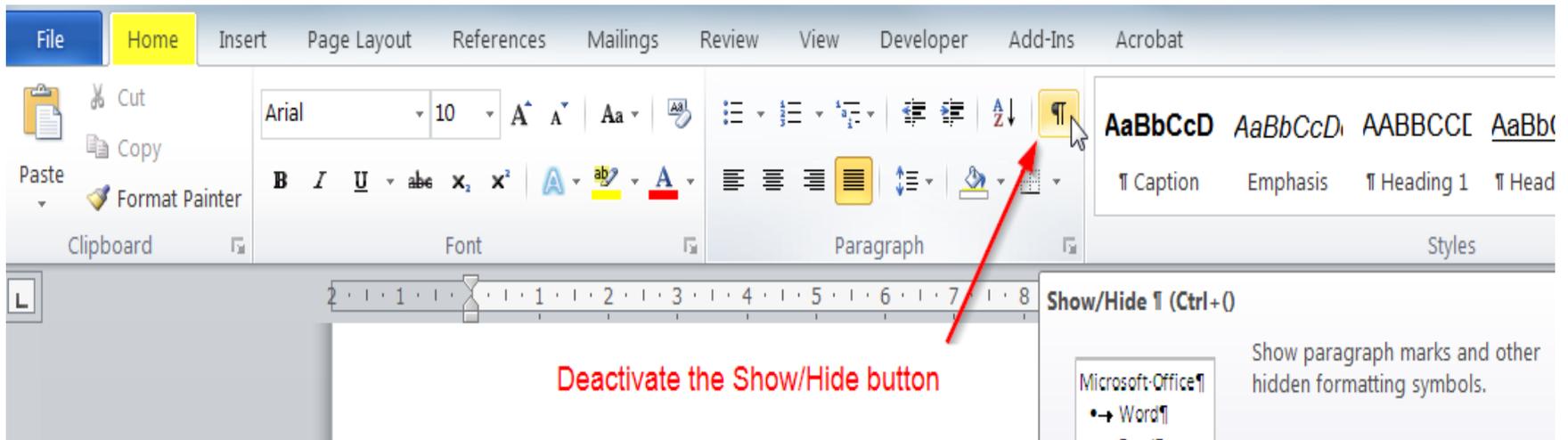


Click on the Review tab in order to export the Word document of a TG

- Save your exported TGs in .doc format (not as .docx)

# Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



# Submit

- After having made your comments, click on Submit:

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
------	---------	----------	-------------	-------------	-----------------	-----------	------------	-------------------------	-------	--------	--------

Clicking on “Submit” means that your draft Test Guidelines will be transferred to the UPOV Office and you will no longer be able to make changes.

---

Submit

- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP, and you will not be able to make comments on the draft Test Guidelines after this date.

# IE Comments–LE Reply

- LEs can now reply on IE comments during the LE checking period, when the LEs finalizes his draft after the IE comment period and before submission to the Office
- The list of IE comments can be accessed by IEs also after the IE comment period in order to check whether replies on IE comments were made by the LE via the dashboard

TG Dashboard

Active TGs (11) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH; PETUN	TG/212/2(proj.3)	Andrea Menne (DE)	Details	IE Comments (22 Mar, 2016 -- 15 Apr, 2016)	View	21 Mar, 2016	<a href="#">View</a>	Edit

# IE Comments–LE Reply

View LE replies in IE comment list on screen and in exported Word document

## Interested Expert (IE) Comments

Default Order (by Chapter Name)  Order by IE Name

SAVE AS: 

Chapter Name	IE Name	Comments Detail	Update Date
<a href="#">Subject</a>	Luis Salaices	Test comment Subject	14 Mar, 2016 12:13
		<b>LE REPLY</b> LE Reply Subject	14 Mar, 2016 12:29

# TG Template

First Step Tutorial

3. LE Checking

# Login

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## Login

Login ID

Password

[I have forgotten my username and/or password](#)

Login

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# Dashboard-Current Status

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## TG Dashboard

Active TGs (11) Archive

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH; PETUN	TG/212/2(proj.3)	Andrea Menne (DE)	<a href="#">Details</a>	LE Checking (14 Mar, 2016 - 30 Apr, 2016)	<a href="#">View</a>	21 Mar, 2016	<a href="#">View</a>	<a href="#">Edit</a>

Check Period

# Dashboard-All deadlines

**UPOV**

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## Deadlines

TG Status	Status Start Date	Status End Date
LE Draft	8 Mar, 2016	21 Mar, 2016
IE Comments	22 Mar, 2016	15 Apr, 2016
LE Checking	16 Apr, 2016	9 May, 2016

# Dashboard-All deadlines

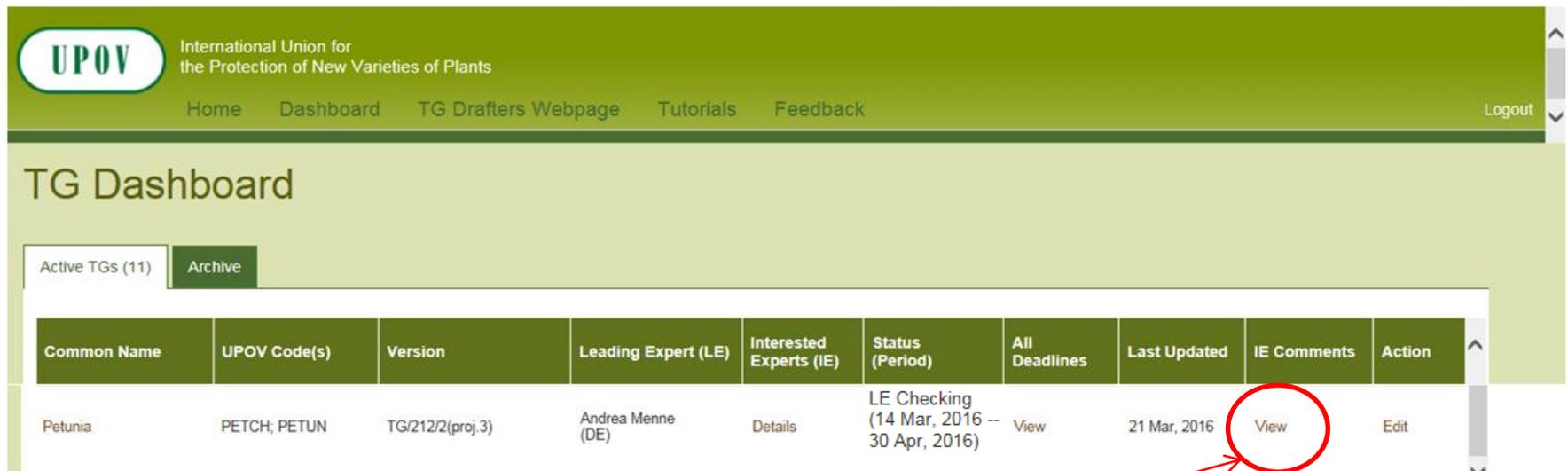
- Deadlines are set according to document TGP/7 and as set out in the TWP reports
- In the web-based TG Template the statuses change automatically on the relevant dates and TGs can't be edited afterwards

## 2.2.5.3 Requirements for draft Test Guidelines to be considered by the Technical Working Parties

Unless otherwise agreed at the TWP session, or thereafter by the TWP Chairperson, the timetable for the consideration of draft Test Guidelines by the Technical Working Parties is as follows:

Action	Latest date before the TWP session
Circulation of Subgroup draft by Leading Expert:	14 weeks
Comments to be received from Subgroup:	10 weeks
Sending of draft to the Office by the Leading Expert:	6 weeks
Posting of draft on the website by the Office:	4 weeks

# Dashboard-View all IE Comments



The screenshot shows the UPOV TG Dashboard. At the top, there is a green header with the UPOV logo and the text "International Union for the Protection of New Varieties of Plants". Below the header, there are navigation links: Home, Dashboard, TG Drafters Webpage, Tutorials, Feedback, and Logout. The main content area is titled "TG Dashboard" and has two tabs: "Active TGs (11)" and "Archive". Below the tabs is a table with the following columns: Common Name, UPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), All Deadlines, Last Updated, IE Comments, and Action. The table contains one row for "Petunia" with the following details: UPOV Code(s) PETCH; PETUN, Version TG/212/2(proj.3), Leading Expert (LE) Andrea Menne (DE), Interested Experts (IE) Details, Status (Period) LE Checking (14 Mar, 2016 -- 30 Apr, 2016), All Deadlines View, Last Updated 21 Mar, 2016, IE Comments View, and Action Edit. The "View" link in the "IE Comments" column is circled in red, and a red arrow points to it from the text below.

Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Petunia	PETCH; PETUN	TG/212/2(proj.3)	Andrea Menne (DE)	Details	LE Checking (14 Mar, 2016 -- 30 Apr, 2016)	View	21 Mar, 2016	View	Edit

Access list of all comments made by all IEs

# List of IE comments

Select preferred order of IE comments

View compiled list of all comments made by all IEs

Export list of IE comments according to order of comments selected

## Interested Expert (IE) Comments

Default Order (by Chapter Name)  Order by IE Name

SAVE AS: 

Chapter Name	IE Name	Comments Detail	Reply	Update Date
<a href="#">Subject</a>	Luis Salaices	Test comment Subject		14 Mar, 2016 12:13
		<b>LE REPLY</b> LE Reply Subject	Edit	14 Mar, 2016 12:29
<a href="#">Material - Material Supplied</a>	Peter Button	Test comment Material Required 	Reply	14 Mar, 2016 12:24
<a href="#">Examination - Test Design</a>	Luis Salaices	Test comment Test Design	Reply	14 Mar, 2016 12:13

IEs can now also upload illustrations

# List of IE comments-LE reply

During the LE checking period, LEs can reply to IE comments

See the LE reply directly below the relevant comment

## Interested Expert (IE) Comments

Default Order (by Chapter Name)  Order by IE Name

SAVE AS: 

Chapter Name	IE Name	Comments Detail	Reply	Update Date
<a href="#">Subject</a>	Luis Salaices	Test comment Subject		14 Mar, 2016 12:13
		<b>LE REPLY</b> LE Reply Subject	Edit	14 Mar, 2016 12:29
<a href="#">Material - Material Supplied</a>	Peter Button	Test comment Material Required 	Reply	14 Mar, 2016 12:24
<a href="#">Examination - Test Design</a>	Luis Salaices	Test comment Test Design	Reply	14 Mar, 2016 12:13

# LE checking period-Edit TG

- During the LE checking period you can work on your draft as during the LE drafting period

Access TG for editing



The screenshot shows the UPOV TG Dashboard. At the top, there is a green header with the UPOV logo and the text 'International Union for the Protection of New Varieties of Plants'. Below the header, there are navigation links: Home, Dashboard, TG Drafters Webpage, Tutorials, Feedback, and a Logout link. The main content area is titled 'TG Dashboard' and has two tabs: 'Active TGs (8)' and 'Archive'. Below the tabs is a table with the following columns: Common Name, UPOV Code(s), Version, Leading Expert (LE), Interested Experts (IE), Status (Period), All Deadlines, Last Updated, IE Comments, and Action. The first row of the table is for 'Barley' with UPOV Code(s) 'HORDE\_VUL', Version 'TG/19/11(proj.1)', Leading Expert 'Beate Rücker (DE)', Interested Experts 'Details', Status 'LE Checking (14 Mar, 2016 -- 30 Apr, 2016)', All Deadlines 'View', Last Updated '29 Feb, 2016', IE Comments 'View', and Action 'Edit'. The 'Edit' button is highlighted with a red box, and a red arrow points from the text 'Access TG for editing' to it.

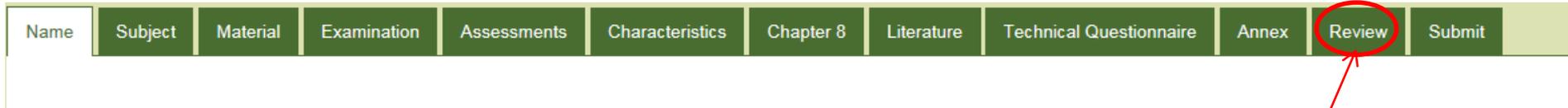
Common Name	UPOV Code(s)	Version	Leading Expert (LE)	Interested Experts (IE)	Status (Period)	All Deadlines	Last Updated	IE Comments	Action
Barley	HORDE_VUL	TG/19/11(proj.1)	Beate Rücker (DE)	Details	LE Checking (14 Mar, 2016 -- 30 Apr, 2016)	View	29 Feb, 2016	View	Edit

# LE checking period-Edit TG

- For guidance on editing TGs, please consult the LE drafting tutorial by clicking on the link below:

[LE drafting tutorial](#)

# Review TG

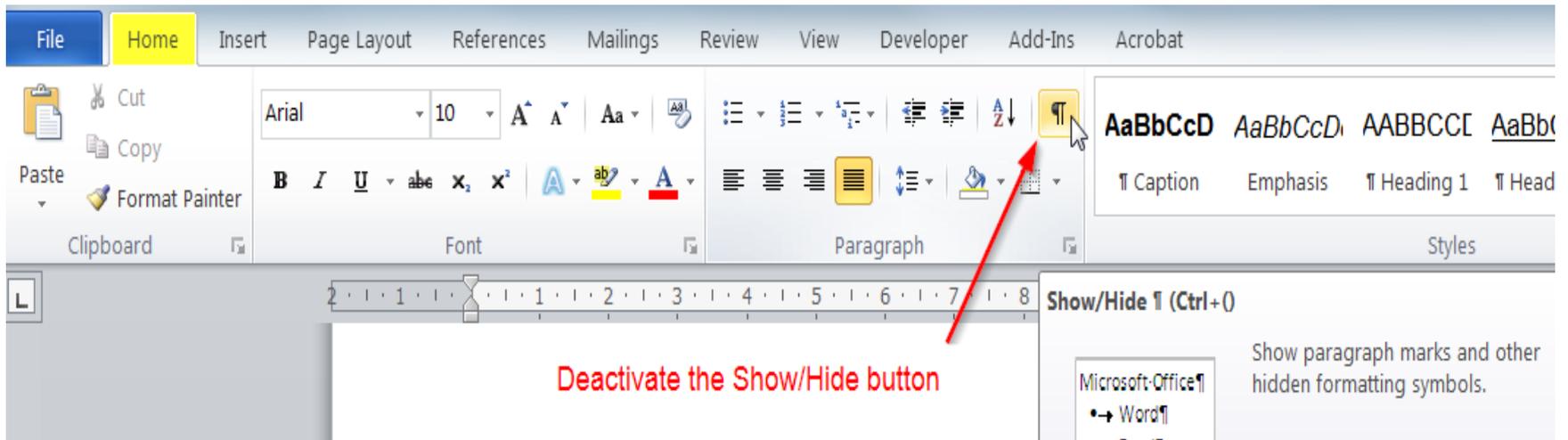


Click on the Review tab in order to export the Word document of a TG

- Save your exported TGs in .doc format (not as .docx)

# Word Export

- For a clean view of the exported Word document, deactivate the show/hide button:



# Submit

- After having finalized the TG, click on Submit:

Name	Subject	Material	Examination	Assessments	Characteristics	Chapter 8	Literature	Technical Questionnaire	Annex	Review	Submit
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Clicking on “Submit” means that your draft Test Guidelines will be transferred to the UPOV Office and you will no longer be able to make changes.

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Submit

- If you do not submit the draft TG, they will be submitted automatically on the deadline date according to the TWP report, and you will not be able to work on the draft Test Guidelines after this date.